

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory law enforcement position, the primary duty of which is assisting the Police Chief in overseeing the operation of the police department. The incumbent of this class may be assigned to perform the duties of the Police Chief in the absence of the Chief. The Assistant Police Chief assists in research and planning for department operations, oversees the management of finances for the department, performs public relations duties, and provides for the preparation and maintenance of department records and reports. In addition to administrative functions, the employee of this class also oversees the law enforcement operations of the department. The Assistant Police Chief receives special instructions from and has work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of Police Chief in the absence of the Chief. Assists in managing all operations of the police department. Assists in determining how to organize operations of the department, including how to deploy department personnel. Conducts research and assists in the planning of programs and activities of the department. Conducts inspections of the various services of the department, evaluates the effectiveness of these operations, and takes appropriate action to correct or improve problem areas.

Reviews incoming communications; handles matters reviewed or makes assignments to staff members. Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed. Works with boards and agencies whose operations affect the police department.

Investigates complaints against department personnel and recommends action to be taken in reply. Oversees department personnel policies, and keeps promotional eligibility lists, making recommendations for promotion in accordance with civil service law. Assists in developing a training program for the department and sees that the program is properly staffed and

supplied with training resources.

Keeps accounts showing the money and assets of the department. Assists in the preparation of the departmental operating budget. Authorizes the expenditure of funds allocated for department operation, making sure that such expenditures are in accordance with the budget. Purchases or recommends the purchase of equipment and supplies, keeping such purchases within the established budget.

Assists in determining the format and content of department records and reports. Supervises the maintenance of records by reviewing those completed by subordinates and by periodically inspecting systems and facilities for maintaining them. Completes any forms and records and writes any reports required to document department activities. Writes letters in answer to requests or as needed to handle police department problems.

Meets with local government, civic, or professional groups to give reports, offer advice, make recommendations, or keep informed on local trends that may affect the police service. Makes speeches or conducts demonstrations on law enforcement topics for schools or civic groups. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the police department or related areas of law enforcement work. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Coordinates special public service projects to enhance the public image of the police department. Acts as a consultant for smaller law enforcement agencies in surrounding areas.

Supervises subordinate police department employees. Holds meetings to receive reports and disseminate information. Assigns duty areas and work schedules and approves leave. Evaluates the work performance of subordinates and writes employee evaluation reports. Provides assistance in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Provides for on-the-job training for department members.

Oversees law enforcement activities of the department, including patrol and general law enforcement operations, traffic control and traffic accident investigation, criminal investigations, and special tactical operations.

Manages the general care, maintenance, and use of departmental equipment, vehicles, and property. Provides for repairs and regular maintenance. Meets with sales representatives to review products and to make decisions on purchasing. Maintains an inventory of supplies and equipment for the department and sees that supplies are properly disbursed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be a regular and permanent employee in the class of Police Major.

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